



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1791-MC-FFS-D

DATE: May 23, 2017

TO: Iowa Medicaid Federally Qualified Health Centers (FQHCs), Rural Health Clinics (RHCs) and Indian Health Service Providers

APPLIES TO: Managed Care, Fee-for-Service and Dental

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: IA Health Link - Managed Care Wraparound Payments – Submission of Wraparound Payment Requests

EFFECTIVE: Immediately

Informational Letter [1779-MC-FFS-D](#)¹ issued on March 15, 2017, addressed IA Health Link Managed Care Wraparound Payments. In order to ensure data security and a more efficient upload process, all providers that currently submit quarterly wraparound payment requests will be required to submit the documentation via a secure upload process. This includes the wraparound payment request forms [470-3495](#)², [470-5210](#)³ and supporting claims detail form [470-5419](#)⁴ in Excel format.

In order to use this process, providers must have an account set up in the Iowa Medicaid Portal Access (IMPA) system. If you have not already registered in IMPA, please follow the instructions to register for an account:

- 1) Go to [IMPA](#)⁵.
- 2) Select the “Register New Account” at the top of the page.
- 3) Complete the registration form. Your password must be at least eight characters and include one uppercase character, one lowercase character, one digit, and one special character (!@#\$%^&+=). Enter the verification words and click the “Create” link.
- 4) When you receive the Congratulations message, select “OK.”
- 5) In order to upload documents, providers will need to complete the Wraparound Payment Request Access Form [470-5479](#)⁶. Completion of this form is only required

¹ https://dhs.iowa.gov/sites/default/files/1779-MC-FFS-D_IAHealthLinkManagedCareWraparoundPaymentsClarifications.pdf

² <https://dhs.iowa.gov/sites/default/files/470-3495.pdf>

³ <http://dhs.iowa.gov/sites/default/files/470-5210.pdf>

⁴ https://dhs.iowa.gov/sites/default/files/470-5419_0.xlsx

⁵ [https://secureapp.dhs.state.ia.us/impd/\(S\(rya1g3my3w4454uhpqxl2xik\)\)/Default.aspx](https://secureapp.dhs.state.ia.us/impd/(S(rya1g3my3w4454uhpqxl2xik))/Default.aspx)

⁶ <https://dhs.iowa.gov/sites/default/files/470-5479.pdf>

the first time you upload files. Registrants will receive confirmation that they have been granted access to upload files in the IMPA system.

To Upload Documents:

- 1) Login to [IMPA](#)⁷. When you login for the first time, you will be required to answer security questions before proceeding.
- 2) Within the IMPA application, hover over File, then Upload File, and then click on Wraparound Payment Request.
- 3) To upload a document, you will need to complete all required information:
 - a. MCO selection
 - b. NPI
 - c. Doc Type selection
 - d. Year
 - e. Quarter
- 4) Wraparound Payment Request forms [470-3495](#)⁸ or [470-5210](#)⁹ must be in PDF format. The Wraparound Supporting Claims Detail form [470-5419](#)¹⁰ must be in Excel format.
- 5) Browse to locate your file. Each file will need to be uploaded separately.
- 6) Click on Upload to send your file.
- 7) Providers will need to upload two documents for each request:
 - a. Wraparound Payment Request Form [470-3495](#) or [470-5210](#)
 - b. Wraparound Supporting Claims Detail Form [470-5419](#)

If you have issues with security or logging into the IMPA system, please contact IMPASupport@dhs.state.ia.us.

If you have questions or issues while using the application, please contact the IME Provider Cost Audit and Rate Setting Unit at 1-866-863-8610, locally in Des Moines at 515-256-4610 or by email at costaudit@dhs.state.ia.us.

⁷ [https://secureapp.dhs.state.ia.us/impa/\(S\(rya1g3my3w4454uhpqxl2xik\)\)/Default.aspx](https://secureapp.dhs.state.ia.us/impa/(S(rya1g3my3w4454uhpqxl2xik))/Default.aspx)

⁸ <https://dhs.iowa.gov/sites/default/files/470-3495.pdf>

⁹ <http://dhs.iowa.gov/sites/default/files/470-5210.pdf>

¹⁰ https://dhs.iowa.gov/sites/default/files/470-5419_0.xlsx